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December 26, 2014

TO: Each Supervisor

FROM: Cynthia A. Harding, M.P.H.  
Interim Director

SUBJECT: **NOTIFICATION OF INTENT TO REQUEST DELEGATED AUTHORITY TO APPROVE INCREASES OR DECREASES OF GREATER THAN 10 PERCENT OF THE TOTAL CONTRACT AMOUNT**

This is to notify you that the Department of Public Health (DPH) intends to request delegated authority to execute one new forthcoming STD Prevention Community Engagement (SPCE) Services Agreement with a provider to be determined, and request delegated authority to increase or decrease funding up to 25 percent above or below the contract's annual base maximum obligation.

This notice is being sent in accordance with Board Policy 5.120, which states that prior Board notice is required for any department requesting delegated authority to increase Board-approved contracts by over 10 percent.

**Background**

DPH's Division of HIV and STD Programs (DHSP) seeks to prevent and control the spread of STDs, such as HIV, in high burden geographic areas – including South Los Angeles (South LA), through its locally and federally-funded project, *"A Community-Driven STD Prevention and Control Initiative: Promoting Healthy Lifestyles in South Los Angeles."* To accomplish this, DHSP released an Invitation for Bids (IFB) #2014-004 for SPCE services on December 1, 2014. The purpose of the IFB is to address the disproportionate burden of STDs among young African American men and women in South LA, primarily concentrated in the Second Supervisorial District. DHSP will fund one agency to conduct STD prevention activities that target social factors influencing health; promote sexual health (e.g., healthy relationships; physical, mental, and social well-being, etc.); and foster primary prevention of STDs (e.g., condom use, substance abuse, etc.). Activities include, but are not limited to: (1) providing logistical support and guidance to a community planning coalition and implementation of the community-led strategic plan; (2) conducting meetings to help build partnerships among public health departments, key stakeholders, private sector providers, community members, faith leaders, researchers etc.; and (3) developing marketing tools to use among African American men, women, and especially youth to help improve their sexual health in South LA.

### **Justification for Delegated Authority to Increase or Decrease Funding Amounts**

DPH intends to request a 25 percent delegated authority for one SPCE service agreement. This will enable DPH to amend the agreement to allow for the provision of additional units of services that are above the service level identified in the current agreement and/or the inclusion of unreimbursed eligible costs, based on the availability of grant funds and grant funder approval. Since this is a new agreement, proposed funding is based on the proposer's estimated cost to implement the services described in the IFB. Given that this is a community-led pilot project, there is a strong possibility that the project may need to expand/enhance services based on the community stakeholder discussions or county/project need. Therefore, it may be necessary to increase funds to the agency to support additional staff or operating expenses that are currently unforeseen in order to meet the scope of the project.

While DPH is under no obligation to pay a contractor beyond what is identified in the original executed agreement, DPH may determine that the contractor has provided evidence of eligible costs for qualifying contracted services, and that it is in the County's best interest to increase the maximum contract obligation as a result of receipt of additional grant funds or a determination that funds should be reallocated.

This recommendation has no impact on net County cost. DPH will continue to seek County Counsel review and approval on all delegated authority actions, with notification to your Board and the Chief Executive Office.

### **Timeline**

The Board letter requesting approval to enter into the agreement and delegated authority is projected for the Board meeting on February 17, 2015.

If you have any questions or would like additional information, please let me know.

CAH:MJP:mmc

c: Interim Chief Executive Officer  
County Counsel  
Acting Executive Officer, Board of Supervisors